U.S. DEPARTMENT OF THE INTERIOR
Office *of the* Secretary

National Business Center

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D-2910

MEMORANDUM

December 20, 2008

To: All QMIS Users

From: QMIS System Manager *FOR:* Doug St...

Subject: Release of the 2008 QMIS Software

The new 2008 QMIS software is now available for download from the National Business Center's website. The 2008 Consumer Price Index (CPI) adjusted rents take effect March 2, 2008. In order to meet the 30-day tenant notification requirement **rent calculations must be completed and provided to existing tenants by February 1, 2008**.

Please note: The 2008 QMIS software will automatically remove all Social Security data from your QMIS database. This process will only be successful on databases that have been properly prepared. **Before** attempting to download and install the new software be sure all the cleanup steps outlined in the *Elimination of Social Security Numbers (SSN) from QMIS - REVISED* memorandum dated November 16, 2008 have been completed. A copy of this memorandum is available at http://www.den.nbc.gov/D2900/quarters/QMIS_Cleanup_Instructions.pdf. Remember that deleted databases can remain in the Recycle Bin after they are deleted. Empty the deleted databases from the Recycle Bin after the cleanup process is completed.

The installation of the 2008 CPI software requires the following:

-   Windows NT, Windows 2000, or Windows XP operating system. We no longer support Windows 95 or 98 operating systems.

-   Users, or the person installing the new software, must have Administrator rights.

-   The Internet installation requires the use of Microsoft Internet Explorer 4.0 or later. The installation does not support the use of any other browser. If you have an older version of Internet Explorer, or do not have Internet Explorer, please contact our office and we will mail you the QMIS software on CD.

To install the software via the Internet:

1. Go to the QMIS download site:
   http://www.den.nbc.gov/D2900/quarters/installqmis.htm

The cleanup instructions are located in the box near the stop sign. Proceed to install after your database has been cleaned up as described in the instructions.

2. Click on the **Install** button.

3. A File Download Security Warning appears asking if you want to run or save a file. **Select Run**.

4. A Security Warning appears that the Publisher Cannot Be Verified. It asks if you want to Run the software. **Select Run**.

The installation then proceeds. Please be patient as some screens may take several minutes to display depending on line speed, firewalls, and other factors.

5. If you are prompted to reboot/restart your computer please do so in order for the installation to finish. After restarting, be sure to logon with Administrator rights otherwise the installation will not complete successfully.

A complete list of all the changes included in this release can be found in the file called *Readme.rtf* located in the same directory that QMIS is installed. If you encounter any problems installing the software from the Internet, please contact the QMIS Help Desk so a CD version can be mailed to you.

The following recommendations will help provide a smooth implementation of the new rents:

➤ **Begin work on the new rents as soon as possible.** 2008 rents take effect *March 2, 2008.* Tenants are to receive at least 30 days written notice prior to the March 2 implementation, which means they need to be notified by Friday, February 1, 2008.

➤ **Check that the new software was installed successfully.** Open the QMIS software; click on the "Help" menu; click on the "About QMIS" option to view the software version. The new software has been successfully installed if the version number shows *2008.1.* If it does not show 2008.1, the install was not successful. Please follow the steps listed above to install it again.

➤ **The effective date of the rent calculation is important for correct rents.** Effective dates before March 2, 2008 will produce 2007 rents. Effective dates

on or after March 2, 2008 will produce 2008 rents. The correct effective date will be in the future of when you are actually calculating the rents.

➢ **Draft rents should be computed *before* final rents.** We recommend that the tenant review Draft rents, as tenants sometimes find mistakes, particularly with outdated inventory data. Produce the Final rent when the Draft rent is stable and correct.

➢ **Review the draft rents for correctness.** The upper left-hand corner of the rent calculation results will indicate which CPI is being applied. Be sure it shows "03/02/2008 Consumer Price Index". If something different appears, the rents are wrong, and either the wrong effective date was used or the 2008 software is not properly installed. Recalculate the rents using the correct effective date or reinstall the software.

➢ **Final rents should be computed.** Draft rents are not stored to the database; only Final rent calculations are. Be sure to perform a Final rent calculation for all your quarters - even if they are unoccupied - in order to have your database reflect the most current rent.

Please contact Laura Walters (Laura_A_Walters@nbc.gov) at 303-969-5696, or Doug Pokorney (Doug_B_Pokorney@nbc.gov) at 303-969-5050, with any problems or questions.